

The Australian Immunisation Register (AIR)

Submitting information using the AIR site

It's mandatory to record all COVID-19, flu, National Immunisation Program (NIP) schedule and Japanese encephalitis virus (JEV) vaccinations you give on the AIR.

It's important to record vaccine information within 24 hours (if practical), otherwise within 10 business days of administering a vaccine.

You can record overseas immunisation information if evidence is translated into English.

1 Identify individual for Medicare and Non-Medicare individuals

From the **AIR main menu**, select **Identify individual**.

You can search for an individual using:

- Medicare card number and Individual Reference Number (IRN)
- Individual Healthcare Identifier (IHI)
- Personal Information (surname, first name, date of birth).



Once you identify the individual you can record an encounter.



If the AIR can't find a unique match, check you've entered the details correctly and search again.

If the AIR still can't find a match, you can create a new record by selecting the **Record Encounter** button that will display on the screen.



For more information go to servicesaustralia.gov.au/hpair

2 Record Encounter including vaccinations given overseas

Select **Record Encounter**.

Who performed this immunisation encounter?

Select **one of the options**:

- I performed this encounter.
- Another provider performed this encounter in Australia.
- This encounter was performed overseas. Please specify country of immunisation.



Schedule

This field will show for individuals under 20 years of age. It will show vaccines due under the NIP schedule. Select **Other** for vaccines not part of the schedule or for vaccinations given overseas.



Date of Service

Enter the **date** the individual received the vaccine.

Vaccine/Brand

Select the **vaccine** or select the 'generic' vaccine if the brand is unknown or it's not listed. Note: you can't submit 'generic' if you are the person who performed the encounter.

Batch Number

It's **mandatory** to enter the **batch number** for COVID-19, flu and NIP vaccines. This is optional for other vaccines.



Dose

This field will show for individuals under 20 years of age when **Other** is selected in **Schedule**. Select a **dose** number.

Vaccine Type: Select **funding** category.

Route of Administration: It's **mandatory** to report the **route of administration** for Japanese Encephalitis (JEV). This is optional for all other vaccines listed in the AIR.



Select **Add** and then **Submit**.

